

MAJOR AWARDS

21 MARCH 1977

☐ UNCLASSIFIED

☐ INTERNAL
USE ONLY

☐ CONFIDENTIAL

☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

2086

DATE

10 March 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. F. W. M. Janney
5E 58 Headquarters

Just

Attached is your Agenda for
the Suggestion and Achieve-
ment Awards Committee Meeting
on Wednesday, 16 March 1977
at 1000 in 5E 62 Headquarters.

25X1A

21
MAR 1977

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. [REDACTED]
4E 70 Headquarters

16 Mar

27

2. ES/SAAC
Room 1001 AMES BLDG

3/12/77

[Signature]

Attached is your Agenda for the Suggestion and Achievement Awards Committee Meeting on Wednesday, 16 March 1977 at 1000 in 5E 62 Headquarters.

4.

25X1A

5.

6.

7.

8.

9.

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11.

12.

13.

14.

meeting changed
to Monday at
1000 hrs.
Room 5E 62

1-2. Agenda items
look o.k.

Have a good
meeting.

[Signature]

4:30

*(your copy of report)
is attached.*

STATINTL

STATINTL

STATINTL

STATINTL

called in regards to a question

he had on Suggestion 75-354 - (in Agenda for Monday's Meeting). In the memo dated 27 Dec 76 by Mr. [REDACTED] - para 3. He would like to - there is a savings to the Agency but not any savings to the U.S. Government in a whole. How would an award be decided on. He would like guidance on it., as to understand how the award was arrived at.

Janet

*I spoke to [REDACTED] late Fri
and will speak to him again
Mon. clerk says we make a count
every so often and determine the
quantity of penalty envelopes
used. We pay for the envelope we
use, he says (and actually transfer
money to the USPS. Of near
should have made that comment
to USPS representative. I'll talk
to clerk's boss, Mon or
Tues. USPS officers who may have made the remark.*



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SECRET

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ROUTING AND RECORD SHEET

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SUGGESTION AND ACHIEVEMENT
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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/BSD
5E 56 Headquarters

10 MAR 77 *WAB*

2. C/BSD
5E 56 Headquarters

3/11 *ES*

3. DD/Pers/SP
5E 56 Headquarters

11 MAR 1977

RG

For your information.

Attached is the Agenda for
the Suggestion and Achieve-
ment Awards Committee Meeting
on Wednesday, 16 March 1977
at 1000 in 5E 62 Headquarters.

25X1A



4.

5.

6.

7.

8. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

13/14/77 *RG*

9.

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14.

FORM
3-62

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610

USE PREVIOUS
EDITIONS

SECRET



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

2086

DATE 14 March 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/BSD
5E 56 Hqs.2. C/BSD
5E 56 Hqs.3. DD/Pers/SP
5E 56 Hqs.

4.

5.

6.

7.

8. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
9. 1001 AMES BUILDING

10.

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12.

13.

14.

3/14 *WAB*14
14 MAR 1977*E**RG*

For your information. Attached is an additional Special Achievement Award Case for the Suggestion and Achievement Award Committee Meeting on Wednesday, 16 March 1977 at 1000 in 5E 62 Headquarters.

25X1A

Good - I'll see only a few more of these - I'm getting an idea of the numbers and the operation - but I don't want them continuing. I'll tell you when to stop adding DD/Pers/SP.

*3/14/77**RG*☐ SECRET☒ CONFIDENTIAL☐ INTERNAL
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SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE

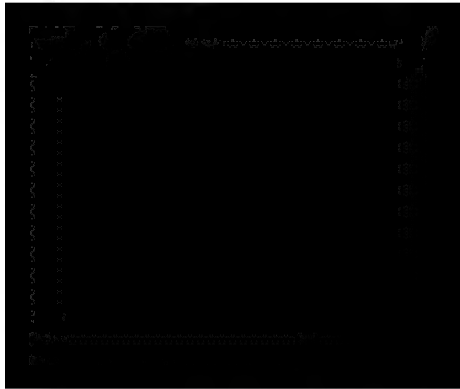
MINUTES

16 December 1976

On Thursday, 16 December 1976 at 0930, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in 5 E 62, Headquarters. The following were present:

25X1A

MEMBERS



Office of the Director
Directorate of Intelligence
Directorate of Operations
Directorate of Science
and Technology

Directorate of Administration

Executive Secretary
Recorder

MINUTES

The minutes of the 14 October 1976 Meeting were approved as written.

EXEC.
S. C.
REPORT

Since the 14 October 1976 Meeting, 79 suggestions have been received; 72 or 91% were eligible and 7 ineligible. The Committee's Staff closed 53 cases. Four Special Achievement Award nominations were received since the last meeting.

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E2 IMPDET CL BY 000123

~~CONFIDENTIAL~~COMMITTEE
ACTION

The Committee took the following action on the cases listed below:


<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
76-87	Refurbishing Hi-Speed Printer Ribbons	\$50 Advisory Award to [REDACTED] \$520 award, equally shared, based on annual savings of \$8,630 (\$485), plus MODERATE/LIMITED (\$35) intangible benefits to [REDACTED] 25X1A
76-231	Instruction Cost Savings	\$350 interim award based on five-months savings of \$4,368 (\$270), plus MODERATE/EXTENDED (\$80) intangible benefits. Review in August 1977 to determine savings and benefits after one-full year of use.
77-70	Use of Scrap Plywood	\$340 award based on estimated savings of \$4,795 (\$290), plus MODERATE/LIMITED (\$50) intangible benefits.
77-140	Accountability of High Precedence Traffic	\$700 award based on annual savings of \$12,261 (\$610), plus SUBSTANTIAL/LIMITED (\$90) intangible benefits.
25X1A SA-61	Special Achievement Award - [REDACTED]	\$1,000 Special Achievement Award (EXCEPTIONAL/BROAD).
25X1A SA-62	Special Achievement Award - [REDACTED]	\$1,200 Special Achievement Award based on \$30,000 tangible savings (\$850), plus SUBSTANTIAL/BROAD (\$350) intangible benefits.
25X1A		

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	<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
	74-446	Centralized Location for IBM Typewriter Elements	\$570 award based on projected annual savings of \$10,800.
25X1A	SA-64	Special Achievement 	\$900 Special Achieve- ment Award, equally shared (HIGH/BROAD).

ADJOURNMENT The meeting was adjourned at 0945.

25X1A


Executive Secretary
Suggestion and Achievement Awards Committee

ADMINISTRATIVE
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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 65: Nomination Date: 10 December 1976
[REDACTED], GS-09
Real Property Assistant
Directorate of Administration/OL

STATINTL

A. Summary

The attached nomination from the Office of Logistics recommends [REDACTED] GS-09, for the CIA Special Achievement Award and an honorarium of \$2,500. The DDA initialed off on the nomination via the attached routing sheet on 22 December 1976.

STATINTL

B. Comments by Committee's Staff

1. As will be noted, OL delayed submission of a Special Achievement Award nomination in the hope that [REDACTED] assimilation of new and broad duties could be recognized officially by grade promotion. Therefore, we sent the nomination to Chief, PMCD/Office of Personnel for review and comment as to the grade level of [REDACTED]'s position.

STATINTL

STATINTL

2. Chief, PMCD's memorandum of 17 January 1977, attached, states that their review of the incumbent's position in December 1974 disclosed no functions being performed that warranted an allocation above the GS-09 level. [REDACTED], Executive Officer, Office of Logistics and former Chief, Real Estate and Construction Division states that he is not in full agreement with PMCD's conclusions. [REDACTED] would appreciate the opportunity to answer any questions at the Committee Meeting. He still believes that Miss [REDACTED] unique abilities and performance permitted abolition of the Executive Officer/RECD slot and that she should be awarded accordingly.

STATINTL

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STATINTL

3. [REDACTED] had an "O" rating for her respective Fitness Reports ending 30 September 1974, 1975 and 1976. For each period of outstanding performance she could have been recommended for a Special Achievement Award which could have conceivably been at the \$450 to \$600 level for each period, in our opinion, which by now might have reached an accumulation of from \$1,350 to \$1,800.

ADMINISTRATIVE
INTERNAL USE ONLY

C. Recommendation of the Executive Secretary

\$1,500 Special Achievement Award (EXCEPTIONAL/
BROAD) with the provision that the Committee may
consider a higher award based upon testimony at the
Committee Meeting by the Executive Officer, Office of
Logistics.

D. Decision of the Committee

<u>✓</u> Approved	<u># 1,500</u> Award
<u> </u> Disapproved	<u>3/21/77</u> Date

Atts

STATINTL

NOTE:

Exec O/OL will be
[REDACTED], ~~who was slated to be~~ the OL
witness on this case. ~~unexpectedly~~ had to go
on TDY. OL has selected [REDACTED],
Chief, OL Real Estate and Construction Division
to be the witness.

STATINTL

STATINTL

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SUBJECT: Recommendation for a Special Achievement Award for
[REDACTED]

STATINTL

6. The attached fitness reports amply describe [REDACTED] dedication, attitude, and flexibility. She consistently displays enthusiasm and willingness to undertake new assignments despite her duration of assignment and the bureaucratic limitations on advancement within her position. She is known through many diverse areas of the Agency as an inexhaustible and cooperative fount of information on real property records and activities. It is difficult to assess the number of executive interest "crash" requirements for domestic or foreign data that have occurred in the last 4 years, but it is certain that [REDACTED] was instrumental in the data assembly in virtually every response--without regard to the extra effort or time required to meet deadlines. Her unique experience makes her invaluable to RECD in this regard; she has almost perfect recall of all Division records and actions since its inception. Her value was best typified when, during the tremendous data requirements for investigations last year, the Director of Logistics, in designating a few key OL officials to be available during nonduty hours within RECD, selected the Chief, RECD, or the Deputy Chief, RECD, and [REDACTED]

STATINTL

STATINTL

7. In developing a supporting narrative for an Achievement Award for general excellence of performance vice a specific single act, the temptation is to repeat at length the many contributions made by the employee and the superlatives cited in past fitness reports. It is considered that the attached three fitness reports fully develop the quality of [REDACTED] service and are attached hereto as a full part of this recommendation.

8. Concluding, it is believed that the sum of [REDACTED] dedication to duty, willingness to accept responsibility, unique Agency experience, and flexibility to changing requirements, when coupled with her broad job responsibilities and demonstrated cost avoidance by assumption of multiple special requirements, all fully support an evaluation of such sustained superior performance as to warrant special achievement recognition.

STATINTL

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[REDACTED]
Executive Officer, OL
(Former Chief

Real Estate and Construction Division, OL)

Att

cc: DD/A

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA No. 66: Nomination Date: 29 November 1976
[REDACTED], GS-12
(now GS-13)
Personnel Officer
Directorate of Administration/
OTR

25X1A

A. Summary

The attached nomination from Chief, [REDACTED]
[REDACTED] recommends [REDACTED]
for a Special Achievement Award and an honorarium
of \$300 - \$400. The recommendation has been con-
curred in by the Director of Training, the Head MP
Career Service and the Associate Deputy Director
for Administration.

25X1A

25X1A

B. Additional Information Obtained by Committee's Staff

1. DDA Career Management Office advised that
Mr. Knoche, while at an EEO Conference at the [REDACTED]
[REDACTED] in late 1976, became knowledgeable
about [REDACTED] EEO efforts. At that time,
Mr. Knoche commented to the Director of Training and
Chief, [REDACTED] to the effect that he believed [REDACTED]
[REDACTED] should be recommended for an award. The
DDCI did not specify any particular type award.

25X1A

25X1A

2. In answer to our question as to whether an
Honor Award or both an Honor Award and Special Achieve-
ment Award would be appropriate in this case, OTR
responded: "We did consider an Honor Award, but felt
the "Special Achievement" was sufficient and more
appropriate recognition".

3. Article by [REDACTED], published in the
January 1977 dda exchange is attached for information.

25X1A

SECRET

E2 MPDET CL BY 060123

~~SECRET~~

C. Recommendation of Executive Secretary

\$400 Special Achievement Award (EXCEPTIONAL/
LIMITED).

D. Decision of the Committee

<u>✓</u>	Approved	<u>\$400</u>	Award
	Disapproved	<u>3/21/77</u>	Date

Atts

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NIO #173-25

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22 January 1975

MEMORANDUM FOR: Mr. Fred W. Janney
Director of Personnel

THROUGH : [REDACTED]
Administrative Officer, O/DCI

SUBJECT : [REDACTED]

1. I note that [REDACTED] has been reassigned from the Office of the DCI to other duties effective 20 January 1975. I, hence, want to take this occasion to express formally, in writing, the thanks and appreciation of all of us in the NIO structure for the enormous help we have received from [REDACTED] during our first year of operation. As you may well imagine, the establishment of this office and the development of its panel of consultants has generated a number of personnel issues and questions, some of which have been complex and complicated. [REDACTED] has handled all of these with commendable efficiency, dispatch and uniformly excellent judgment. We are very much in his debt and without his assistance we would not be functioning today.

2. I wish [REDACTED] every success in his new assignment. Whatever office he is attached to will be fortunate to have him. The support he has consistently given us has been outstanding and I would like that fact to be made a matter of record in his official file.

[REDACTED]
George A. Carver, Jr.

Deputy for National Intelligence Officers

cc: DDA

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method of processing the X-ray Image as opposed to the photochemical method used in regular X-rays. Thermography is used as a complementary diagnostic tool to the other techniques. Thermography uses a special camera which measures the heat patterns of the breast with cancerous lesions producing more heat.

The OMS is providing a teaching session on breast self-exam under the direction of an OMS nurse and a physician. A film on self-examination is shown, followed by a question and answer period. Teaching models are also used.

The OMS encourages all female employees to attend. Please contact extension 7444 for further information. (UNCLASSIFIED)

training



25X1A

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25

From dda exchange, dated January 1977.

25X1A

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skills they would otherwise find difficult to obtain. More subtly perhaps, we are giving employees who have never had the chance an opportunity to expand their knowledge and to challenge their minds. Some will be successful in obtaining their GED's, others probably will not; In any event, we believe that at the least each employee participating in the program will come out of it successful to the extent that he will be a more knowledgeable individual. We believe this in itself makes the program worthwhile. (CONFIDENTIAL)

communications

USE OF THE RADIO FREQUENCY SPECTRUM

25X1A

The radio frequency spectrum is an intangible natural resource that allows electromagnetic radiation to be propagated through free space. It is accessible to all nations, and a highly contested resource because it is the medium upon which all wireless communications-electronic equipments are dependent for the transmission and receipt of their energy. The U. S., and indeed the CIA, are vitally dependent upon the radio spectrum for the transmission of voice, data and the printed word. It is also essential to the safety of air and sea travel, space exploration programs, satellites, astronomy, and public safety. Commercial broadcasters, other businesses and industries, and the private citizens are users of the spectrum as well.

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27

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 72: Nomination Date: 19 January 1977
[REDACTED], GS-14
Intelligence Officer
Directorate of Intelligence/OCR

A. Summary

The attached nomination from Director, Office of Central Reference recommends [REDACTED] for a Special Achievement Award and an honorarium of \$1,000. The Executive Officer concurred in the nomination for the Deputy Director for Intelligence.

B. Additional Information

To date, a total of 15,400 brochures have been printed. Comments relative to distribution and value of the booklet by Executive Officer, DDA are attached.

\$1,000 Special Achievement Award (EXCEPTIONAL/
BROAD).

 ✓ Approved 1000 Award
 Disapproved 8/21/77 Date

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76-6810

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Director of Appreciation

76-6703
1 December 1976

25X1A

I am glad that a great deal of time and work went into this publication and wish to congratulate you and your

25X1A

MEMORANDUM FOR: [REDACTED]
Curator, Historical Intelligence Collection
Document Services Group
Central Reference Service

FROM:

25X1A

cc: D/M

VIA:

: Director of Training

SUBJECT:

: Letter of Appreciation

1. Upon reading the December edition of your publication Intelligence "On This Day" Two Hundred Years Ago, I see this concludes the series. I would like to take this opportunity to express the gratitude of the staff and students of the [REDACTED] Office of Training, for being included in the distribution of the publication.

25X1A

2. What strikes me, having read the December edition as well as previous editions, is that some of the names, dates, and places could be changed and many of the experiences would be as valid today as then. We hope to be able to profit by the mistakes as well as the operational experience of the Founding Fathers and, to that end, we plan to keep the full series on permanent file in the [REDACTED] Library for those who follow in our footsteps.

25X1A

E2 IMPDET
CL BY 057247

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SUBJECT: Letter of Appreciation

3. We know that a great deal of time and work went into this publication and wish to congratulate you and your staff for your efforts.

SIGNED

25X1A

cc: ✓ D/CRS

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DDI-5746-76



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505

3 December 1976

MEMORANDUM FOR: [REDACTED]

SUBJECT : Commendation

STATINTL

1. I have just concluded reading the December and final installment of your series "Intelligence--On This Day." I personally have found this to be a thoroughly enjoyable and informative series. Moreover, it had the added plus of generating a lot of favorable comment from those inside and outside the Agency.

2. I know this endeavor would never have gotten off the ground if you had not devoted so much effort to it including, I know, a good deal of your personal time. I believe your work and your enthusiasm have been most impressive and simply wanted to say well done and thanks.

[REDACTED]

STATINT

Paul V. Walsh
Associate Deputy Director
for Intelligence

Distribution:

Original - Addressee thru D/CRS

- 1 - CRS Admin
- 1 - DDI Chrono
- 1 - ADDI Chrono

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DDA 77-0499

28 January 1977

STATINTL

MEMORANDUM FOR: [REDACTED]
Chief, Administrative Staff, OCR

STATINTL

FROM : [REDACTED]
Executive Officer, DDA

SUBJECT : Bicentennial Brochure

1. Per your request, following is the general distribution of the Bicentennial Brochure:

- a. Total printing to date: [REDACTED]
- b. About [REDACTED] copies were distributed to Agency employees.
- c. The DCI distributed several hundred to Members of Congress.
- d. Certain Congressmen asked for copies for their constituents.
- e. Members of the Intelligence Community.
- f. Members of the President's Foreign Intelligence Advisory Board.
- g. Students of the Presidential Classroom.
- h. Smithsonian Institution. (As I understand, the Historian of the Institution saw the brochure, was impressed, and asked for copies for their library or something.)
- i. Virginia Society for the Sons of the American Revolution.
- j. Director, Yorktown National Park.
- k. Interestingly enough, the DDO continues to ask for copies to give to liaison services and foreign visitors.

2. As I mentioned, the DDA is in favor of some sort of recognition for the work that Ed has done on this brochure. The specific award, however, was not discussed.

STATINTL

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 77-129: dated 14 October 1976
[REDACTED] GS-11
Electronic Specialist
[REDACTED] GS-09
Electronic Technician
Directorate of Science and
Technology/NPIC

STATINTL
STATINTL

A. Summary of Suggestion

1. Background

NPIC/TSG/Equipment Services Branch was tasked to update four Sanders 804 Memory Boards from 2K to 6K capability. The usual procedure was to trade in the 2K boards (\$1,011.52 each) for 6K boards (\$2,160.55 each) and pay the difference.

2. Suggestion

The suggesters, on their own initiative, designed a change that allowed the existing four memory boards to be modified to accept a relatively inexpensive substitute memory chip. The modification was as follows:

Purchase stripped down 2K memory boards and a quantity of much cheaper static memory chips. By a simple wiring change the new memory chips are substituted to make a full board of 6K and the old chips are then saved for spares for unmodified boards. These boards are completely interchangeable between machines.

B. Evaluation

1. NPIC adopted the suggestion in March 1976. A total of four memory boards were modified for the following savings:

OLD METHOD

4 each - 6K Boards @ \$2,160.55 each	\$8,642.20
4 each - 2K Boards @ \$1,011.52 each (trade-in)	<u>-4,046.08</u>
	\$4,596.12
 Spare chips to repair boards - 64 @ \$24.70 each	 <u>+1,580.80</u>
 TOTAL COST	 \$6,176.92

NEW METHOD

192 chips @ \$2.80 each	\$537.60
2 man hours in modifying @ \$7.45 per hour (GS-10)	<u>14.90</u>
	<u>552.50</u>
 TANGIBLE SAVINGS	 \$5,624.42

Each 2K board has 16 memory chips. The 6K boards require 48 chips. The inexpensive substitute chips cannot be intermixed on the same board as the original expensive chips. Therefore, the suggesters purchased enough inexpensive chips (192) to install 48 on each of the four boards. The 16 chips removed from each board will be used as spares to repair other circuit boards in [REDACTED]

25X1A

C. Recommendation of Executive Secretary

1. Not line of duty. The suggester's are not in supervisory positions and were not assigned the problem.

2. \$340 award, equally shared, based on tangible savings of \$5,624.

D. Decision of the Committee

<u>✓</u>	Approved	<u>" 340</u>	Award
	Disapproved	<u>1/21/77</u>	Date

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Tangible First-Year Savings

Rental of two Minoltafax copiers \$1,310.40

Paper: (400 pages of proofs daily
x 252 production days per year divided
by 920 feet (allowing for waste) per
carton @ \$14.07 per carton 1,542.07

Chemicals: 37 cartons @ \$13.13 per carton 485.81

Labor: 1/2 of GS-04/2 4,203.00

\$7,541.28

Minus cost of letterex carbon sets
@ \$2.15 per box of 500 x 400 proofs
daily x 252 publication days per year - 433.44

NET SAVINGS \$7,107.84

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 73: Nomination Date: 22 February 1977 25X1A
[REDACTED], GS-12
Scientific Linguist
Directorate of Administration/
OTR

A. Summary

The attached nomination from the Director of Training recommends [REDACTED] for a Special Achievement Award and honorarium of \$750. The Deputy Director for Administration concurred in the recommendation on 1 March 1977. 25X1A

25X1A

B. Additional Information

1. [REDACTED], Chief, Russian and Germanic Department, Language Learning Center, OTR, in answer to our questions, reported that:

25X1A

a. [REDACTED] often stays late and works on weekends to keep up with her Russian Reading Courses. Of all the OTR instructors, she is the only officer who has the versatility and personal incentive to pick up new and involved tasks in teaching reading.

b. She now teaches nine different courses or classes at five different areas or levels. Her schedule puts her in the classroom a minimum of 31 hours weekly. Normally, OTR expects a full-time instructor to spend 20 to 25 hours weekly in the classroom with two preparations. She has at least five preparations. No other instructor can come near her work capacity in teaching Russian Reading.

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c. If it would be necessary to replace her and cope with her current schedule, a minimum of 1 and 1/2 instructors on a weekly schedule (a 60 hour weekly work schedule) would be necessary. Using one-half of her salary to calculate the increased work schedule could amount to an additional \$13,285 annually in salary costs. (If this could be considered as a valid cost avoidance, it would reach an award of \$635 on the Tangible Awards Scale.)

d. At present, [REDACTED] has 64 students in her courses. She had more students when the courses began. However, some students had to discontinue because of transfer or TDY. Breakdown according to components of her students is as follows: 14 - SE; 11 - OSR; 9 - OCR; 7 - OSI; 1 - O/DCI; 1 - OD&E; 1 - ORD; 5 - OER; 1 - OSO; 1 - EUR; 4 - OWI; 2 - CI; 2 - [REDACTED]; 3 - OGCR; 1 - OPR and 1 - DCD. 25X1A

2. We checked a few components having students in the more advanced Russian Reading and the Russian Technical and Military Language Courses and ascertained that:

[REDACTED] has been extremely willing to go out of her way to attain success in Russian Reading for her students; and, she has been instrumental in motivating them toward remarkable achievements and a high level of progress in her courses.

C. Recommendation of Executive Secretary

\$800 Special Achievement Award (HIGH/BROAD).

D. Decision of the Committee

✓	Approved	800	Award
	Disapproved	1/31/77	Date

Att

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DD/A Registry
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SA-73

OTR Registry

77-7039

22 FEB 1977

MEMORANDUM FOR: Chairman, Suggestion and Achievement
Awards Committee

FROM : Harry E. Fitzwater
Director of Training

SUBJECT : Recommendation for Special Achievement
Award -- [REDACTED]

STATINTL

1. Paragraph seven contains a recommendation that
[REDACTED] Scientific Linguist, be granted
a Special Achievement Award in accordance with [REDACTED].

STATINTL

2. [REDACTED] has taught Russian for
the Office of Training since 1954 when she transferred to
OTR after serving two years as an economic analyst in the
DDI. She has an M.A. in Economics, reads Russian at the
native level, and for over two decades has used her academic
background and language capabilities to develop specialized
technical reading courses which have made a unique contribu-
tion to improving Agency language skills.

3. During her entire teaching career, she has taught
at Headquarters apart from the supervisory structure of the
Language Learning Center, with an absolute minimum of super-
vision. She has developed both basic and specialized courses
that have enabled students to receive training while working
with Russian language materials of intelligence value and an
integral part of the students' job. Through her specialized
job-oriented Russian reading program, [REDACTED] has
enabled students to exploit intelligence opportunities in
the Russian language in such disciplines as nuclear energy,
biophysics, aeronautical engineering, and space technology.

STATINTL

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SUBJECT: Recommendation for Special Achievement
Award -- [REDACTED]

STATINTL

4. She regularly has over fifty students in her various reading courses who pursue a wide variety of language learning objectives. Her capacity to obtain consistently effective results is testimony to her ability, exceptionally hard work, and dedication to producing students with language skills in technical areas of high priority.

STATINTL

5. [REDACTED] is an instructor with imagination who has never turned a student away no matter how difficult to fit the student into her seemingly impossible schedule. She has accepted every teaching requirement levied upon her no matter how technical or complex, and without regard to the prodigious amount of effort she must herself first expend to learn the subject.

STATINTL

6. [REDACTED] is a GS-12 Step 10; she was awarded QSI's in 1970 and 1973; since 1973 she has continued to cope with ever expanding demands with enthusiasm; she has compiled a record of unique achievement, and earned the gratitude of her many students for providing critical work skills.

7. As it is contrary to Language Learning Center policy to promote language teachers beyond GS-12, and she is at the top step of that grade, we should like to recognize her hard work and tangible contribution to the intelligence process and recommend, for your approval, an amount of \$750 for this award.

STATINTL

CONCUR:

[REDACTED]
Deputy Director for Administration

J. M. [Signature]
Date

STATINTL

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Next 5 Page(s) In Document Exempt

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 75: Nomination Date: 3 March 1977
[REDACTED], GS-06
Secretary-Typing
Directorate of Operations/
Information Services Staff

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A. Summary

The attached nomination from Acting Chief, Information Services Staff, DDO recommends [REDACTED], GS-06, for the CIA Special Achievement Award based upon intangible benefits of SUBSTANTIAL/BROAD. The Associate Deputy Director for Operations concurred with this nomination on 10 March 1977.

25X1A

B. Comments by Committee's Staff

1. Questions to Information Services Staff, DDO officers resulted in the following findings:

a. The Study undertaken by the Information Systems Planning Group consisted of 29 major tasks, each incorporated into a major report. The effort entailed the first major and only study of its kind. It applied to the operation of the entire DDO Information Management System. All area divisions and staffs of the DDO were involved in furnishing data and comments incorporated in the final conclusions and recommendations. As many as 1,100 employees became involved in reviewing data involved in this major report effort which considered planning goals into the 1980's and beyond.

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b. Some secretarial and clerical personnel in the DDO also helped with the completion of major task reports. However, [REDACTED] took on the great majority of the workload and completed the final report. If her capabilities and high degree of efficiency had not been available to the Planning Group, the officer-in-charge estimates that in addition to a replacement another GS-06 on a schedule of one-half year (added salary cost of about \$6,000) would have been necessary.

C. Recommendation of the Executive Secretary

D. Decision of the Committee

Atts

- 2 -

MEMORANDUM FOR: Chairman, Suggestion and Achievement
Awards Committee

FROM : [REDACTED]
Acting Chief, Information Services Staff, DDO

THROUGH : Deputy Director for Operations

SUBJECT : [REDACTED] Special
Achievement Award.

1. This memorandum is being written to convey my strongest recommendation for a Special Achievement Award to [REDACTED] for her superior, sustained performance from March to December 1976 while serving in a GS-05 Secretary-typing position in the (then) Information Systems Planning Group of Information Services Group.

2. The Information Systems Planning Group (ISPG) was established in September of 1975 in response to a call from the Deputy Director for Operations for a study of the Directorate's records system and development of plans for its future. The study was to be undertaken through a series of tasks, each with a deadline and comprehensive report of findings. Quality was essential since the reports were not infrequently of interest to senior levels of the Directorate. The Group's final report would be a major status and planning document to be submitted to the Deputy Director within a year.

3. Initially, the Group was supported by a typing pool, but it soon became obvious that direct secretarial support was essential if the Group were to function efficiently. Under the circumstances, we were looking for someone exceptional: conscientious and dependable, concerned with accuracy and quality, patient in the face of pressure and change, flexible enough to accommodate to and help devise the varying formats which our reporting would require, capable and willing to work under the demands of ever-pressing deadlines, skilled in word-processing techniques, and knowledgeable in Agency administrative matters.

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4. We knew of one such person -- [REDACTED] -- and 25X1A
were immensely pleased when she agreed to join the Group.
She did so in spite of the fact that once again it would
be a personal rank assignment, leaving her little to hope
for except the possible upgrading of the slot to GS-06 (as
had been requested) and the vague hope of classification
at a grade higher. As it turned out, no position classi-
fication was accomplished at all during the life of the
Group, yet [REDACTED] typical of her loyalty and
dedication, continued through to the publication of the
final report to provide us with secretarial support which
can be ranked as nothing short of superior. In addition
to her pleasantness and thoughtfulness which made many
trying times that much easier to bear, she was most patient
in the face of drafts and redrafts, last-minute changes,
complex statistical charts, and short deadlines. There
was no need to be concerned for quality; that was automatic,
and both officers and secretaries outside the Group
commented upon the aesthetic quality of our reports. There
was little need to waste officer time in rechecking a
battery of figures; she had already proofed them in detail.
She adjusted her schedule to meet our many requirements,
most willingly working overtime or delaying her lunch hour.
The ISPG final report, into which she put so much effort
and care, has been highly praised for its quality of
appearance as well as its content. In sum, she was
absolutely dependable in a time of special need -- for
conscientious support, for the consistent and dedicated
application of learned skills, for caring and concern that
something worth doing is worth doing well.

5. I have no doubt that the capability of the Group
to meet its requirements within the deadline established
would have been much less without her assistance and
signal contribution. The calibre of her performance matches
that of skilled secretaries beyond the grade she holds. To
maintain that performance and demeanor under such demanding
circumstances and with little hope of suitable reward
requires measures of human qualities too rarely found.
Certainly such performance is exceptional and warrants
special recognition.

6. I recommend that a suitable special achievement
award be granted to [REDACTED] for her sustained,
exemplary performance throughout this period. In view of
the impact which the Group's report has had within the

Directorate, and the contribution which she has made to that report, I suggest that an award in the "substantial-broad" category would be appropriate.


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Attachments:
Biographic profile
Fitness reports

CONCUR:

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A  Deputy Director for Operations

10/3/77
Date

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Next 1 Page(s) In Document Exempt

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